

NAF PERSONNEL OFFICE (VAB)
MWR & VQ Oceana, Dam Neck Annex and Northwest Annex
VACANCY ANNOUNCEMENT

08/08/03

Does not confer to Civil Service Status

POSITION: **RECREATION AID** **ANNOUNCEMENT # VB- 73-03**
Grade: NF-0189-01
Salary: \$5.25-\$5.75 p/hr
LOCATION: Commercial Activities Division-Skeet & Trap **CLOSING DATE:** Open Until Filled
NSA Oceana, Virginia Beach VA 23460

AREA OF CONSIDERATION: OPEN

(1) Position (s), Flexible, Unscheduled

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: Acts in capacity of range safety officer at all times and will be responsible for the safe and orderly operation during open hours. Loads traps and pull targets as necessary. Instructs new patrons on the procedures (ie: how to operate machines, correct pulling methods, firing positions, and safety rules). Keeps the shotguns clean and advise if repairs are necessary. Keeps the facility well maintained (general housekeeping, minor trap repairs, grass mowing, picking up hulls, moving targets). Assist with opening or closing the facility, ensuring the security of all spaces. Performs other related duties as assigned.

QUALIFICATIONS: Requires knowledge of skeet and trap shooting procedures/rules and safe operation of skeet and trap ranges. Must be able to perform basic trap repairs and adjustments and be able to set legal targets. Use of hand tools is required. Must be knowledgeable in shotgun operation, cleaning, and minor repairs or adjustments. Requires normal degree of tact, common sense, and courtesy in dealing with patrons.

SPECIAL REQUIREMENTS: This position is subject to an irregular tour of duty, which may include weekends and holidays. Employment is conditional on the successful completion of a National Agency Check or equivalent background check(s) upon selection and periodically thereafter. All applicants must submit a completed DD-2760 (Qualification to possess Firearms or Ammunitions) form along with the employment application. This form is available in the NAF Personnel Office at NAS Oceana only.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, 875 D Ave, Bldg 531 NAS Oceana, Virginia Beach VA 23460.

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- **VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)